

**Sample Indoctrination Completion Letter**

Date\_\_\_\_\_

From: Immediate Supervisor

To: Training Officer, Navy Recruiting District

Subj: COMPLETION OF INDOCTRINATION TRAINING

1. This notification is forwarded to inform you that  
\_\_\_\_\_ completed indoctrination  
training on \_\_\_\_\_.

\_\_\_\_\_  
(Supervisor's Signature)

File: Command Training Folder

Note: Return to the Command Training Officer. Place one copy in the recruiter's Department Training Jacket within 30 days of reporting to the station.